



STATE MORTGAGE & INVESTMENT BANK

CAREER OPPORTUNITIES AT SMIB

SMIB, as the premier housing bank to the Nation, is in the process of restructuring the bank's operation to offer a higher level of customer satisfaction and a wider variety of services. As such, we invite applications from candidates who have demonstrated dynamic leadership roles and make full commitment to achieve business goals with relevant qualifications and experience for the following posts.

STENO TYPIST - GR III - ENGLISH / SINHALA

Qualification

GCE (O/L) Examination in Six (06) subjects in not more than two sittings at least 05 subjects should have been in one sitting. The subjects should include Mathematics and Medium language (either English or Sinhala) with credit passes.

Experience

Should possess 02 years' experience in Stenography in English / Sinhala working in a public or private institution.

Remuneration

Salary Scale- Rs. 34,085-300 X 20 - 40,085 per month together with bank approved allowances. Monthly gross salary on this basis would be approximately.

Age - Below 40 years (However the age limit will not apply to those already employed in a state sector organization)

GENERAL CONDITIONS

Method of Selection - Recruitment will be based on a speed test in Shorthand and Typwriting. Selection by an Interview

Other Benefits

- Provident Fund contribution 15% by the employer and 10% by the employee. The bank contributes to the ETF
- The annual bonus of two months gross salary
- Housing loans at concessionary rates after confirmation in the service
- Benefits under the bank's medical scheme
- Encashment of unutilized medical leave

Closing Date for Applications - 22/03/2021

How to Apply

Interested qualified candidates should send their Curriculum Vitae and copies of their Educational/Professional transcripts and the names, addresses and contact numbers of two professional non-related referees. Post applied for should be indicated on the top left-hand corner of the envelope enclosing the application.

All applications will be treated in strict confidence and any form of canvassing will be regarded as a disqualification. The Bank reserves the right to decide the selection, postponement or cancellation of recruitment or any other action and/or change the selection criteria for this recruitment. The decision of the Board of Directors will be final and conclusive.

Applications should be sent under Registered Post to

**General Manager / CEO,
State Mortgage and Investment Bank,
No. 269, Galle Road,
Colombo 03.**